

CHAPTER 4

RECEIVER REQUIREMENTS AND PROCEDURES

SECTION A. GENERAL

1. Introduction

a. The receiver is usually the ultimate consignee of a shipment in the OTS. The receiver may also be an agent for the ultimate consignee, e.g., a central receiving point or a temporary storage point for the ultimate consignee. Regardless of the exact designation of the receiver, when a shipment arrives at the receiver and documentation is accomplished, the movement is complete.

b. This chapter explains, in the general order of performance, the actual steps the receiver must take to process and complete a shipment.

2. The Receiver's Steps in Processing a Shipment. The steps that a receiver accomplishes when processing a shipment are summarized in the following listing. Unless otherwise indicated, these procedures apply to both the actual consignee and the consignee's agent, if any. The list below shows, by paragraph, where in this chapter of MILSTAMP the procedures are explained in detail.

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SECTION B. PROCEDURES

1. Receiving the Shipment

a. Shipments usually arrive at a receiver by surface (truck, van, or rail, occasionally barge). Regardless of the method of arrival; the shipments are preceded and/or accompanied by appropriate TCMD data. Documentation may be a bill of lading, TCMD, or other document containing the information necessary to properly account for the complete shipment. Receivers initiate inquiries seeking corrective action when shipments are delivered without documentation/data.

b. The receiver uses the TCMD or other documents received with the shipment for a tally.

(1) When discrepancies [overage, shortage, and/or damage] are discovered, the receiver documents and reports the discrepancy according to the requirements of joint regulation AR 65-38, et al (reference q).

(2) The receiver notifies the WPOD when a SEAVAN is not received within 10 calendar days of its anticipated delivery.

c. Receivers coordinate with the POD to ensure timely receipt of SEAVANS (whether single delivery or stopoff) and prompt release to the carrier after unloading the SEAVAN contents. The receiver makes every reasonable effort to unload (unstuff) the SEAVANS during the free time allowed by the ocean carrier. Failure to release the empty SEAVANS within that free time results in detention charges. These detention charges are billed separately from the ocean charges and are assessed against the activity considered responsible for causing the costs to be incurred. Other commercial carrier equipment also accrues detention chargeable to the receiver if not unloaded within the authorized free time.

2. Intransit Data. The receiver may also complete intransit data for use in measuring transportation performance in the movement of MILSTRIP shipments. The receiver complies with the general requirements listed below and with the specific Instructions detailed in appendix L.

a. Whenever the activity receiving a shipment also receives intransit data documentation (DITK3/TK4), the date the shipment is delivered (or offered for delivery, if earlier) is entered in the intransit data.

b. Air Force receivers prepare intransit data (DITK8) when the TK4 is not received or when a shipment is received by an overseas consignee and the APOD does not enter consignee receipt date on the TK8. The date entered is the date delivered or offered for delivery, if earlier.

3. Holding, diverting, and tracing shipments are all actions in which the receiver may be involved due to irregular or interrupted movement of cargo in the DTS. In addition to the instructions below, formats for documenting those actions are detailed in appendix M.

● , The receiver is normally involved in holding and diverting actions only for the purpose of reconsignment. After a shipment has arrived at the receiver, it is complete and further movement constitutes a new shipment. At that time, the receiver's responsibility is that of a shipper as detailed in chapter 2.

b. Shipment tracing through MILSTAMP allows the requesting or receiving activity to use modified supply system data to locate a shipment in the transportation system. The receiver normally sends tracing requests to the clearance authority as detailed in appendix M. Appendix M also contains the formats and procedures to be used as well as the prerequisites to be met prior to, tracing.

4. The receiver also responds promptly to inquiries received asking for information to support discrepancy reports.

5. The receiver maintains records to detail all transportation/receiving actions undertaken. Various Service publications detail the length of time and method for keeping such files.